



MINUTES OF STOW ON THE WOLD TOWN COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE HELD ON THURSDAY 3RD OCTOBER 2019 AT THE YOUTH CLUB CENTRE, FOSSEWAY, STOW ON THE WOLD, GLOUCESTERSHIRE GL54 1DW AT 5.30 PM

PRESENT: Councillors: A White (Chairman), M Deacon, P Day, B Eddolls (Chairman of council) & Mrs H Siphorp, Clerk/RFO of the council

1. **APOLOGIES FOR ABSENCE:** Cllr M Curtis.
2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:** Members were reminded to declare any interests in items on the agenda as they arise.
3. **MINUTES OF MEETING HELD ON 6TH AUGUST 2019**
RESOLVED – Proposed Cllr Day, seconded Cllr Eddolls that the chairman should sign the minutes as a true and accurate record of the meeting. **RECORD OF VOTING** – All in favour. **Motion carried.**
4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**
None as no members of public present.
5. **CHAIRMAN'S ANNOUNCEMENTS**
None.
6. **CLERK'S REPORT AND MATTERS ARISING FROM MINUTES OF MEETING HELD ON 6TH AUGUST 2019**
Clerk reconfirmed that Centre 67, who own the Youth Centre, will not be making a final decision until the end of the year in relation to whether they are going to sell the building to the council. She also requested that when convenient Cllrs Day & Deacon come in and do the internal checks on the finance for the second quarter.
7. **TO CONFIRM THAT FORMER CLLR J DAVIES HAS BEEN REMOVED AS A SIGNATORY ON THE LLOYDS BANK CURRENT ACCOUNT MANDATE**
Members noted.
8. **TO REVIEW BUDGET COMPARED TO ACTUAL INCOME/EXPENDITURE TO 30TH SEPTEMBER 2019**
The clerk ran through the spreadsheets. **RESOLVED** – Proposed Cllr White, seconded Cllr Deacon that the figures would be presented to council with a recommendation that they be approved. **RECORD OF VOTING** – All in favour. **Motion carried.**
9. **TO DISCUSS FORMULATION OF DRAFT BUDGET FOR ADMINISTRATION AND CENTRAL SERVICES AND TO GIVE AN UPDATE ON PROGRESS MADE IN RELATION TO DRAFT BUDGETS FOR OTHER COUNCIL COMMITTEES**
The clerk presented the current financial year budgets and a discussion ensued. The members agreed the figures and the clerk will now amend as agreed. Clerk said the only draft budget outstanding currently is the Parks & square committee which will be approved at their next meeting. The whole draft budget for council will be presented to the committee for comment and approval at the next meeting.
10. **TO DISCUSS POSSIBLE AMENDMENTS TO COUNCIL FINANCIAL REGULATIONS AND RECOMMENDATION TO COUNCIL**
Members had received a copy of the proposed additions/amendments to bring the Financial Regulations up to date. **RESOLVED** – Proposed Cllr White, seconded Cllr Eddolls that

recommendation to council at the October 2019 meeting will be to adopt the revised document.
RECORD OF VOTING – All in favour. **Motion carried.**

11. TO DISCUSS WHETHER COUNCIL SHOULD TAKE OUT EXTRA INSURANCE FOR THE BONFIRE EVENT TO COVER CANCELLATION OF THE EVENT DUE TO ADVERSE WEATHER OR A DAY OF NATIONAL MOURNING IS DECLARED FOR AN AMOUNT UP TO £5,000 WITH SOME EXCLUSIONS AT A ONE OFF GROSS COST OF £392 (£350 PLUS TAX £42)
RESOLVED – Proposed Cllr White, seconded Cllr Deacon that expenditure approved and clerk to organise this extra insurance cover. **RECORD OF VOTING** – All in favour. **Motion carried.**

12. TO DISCUSS AND APPROVE A NEW SIGNATORY FOR LLOYDS BANK CURRENT ACCOUNT IF FELT NECESSARY
No action required as it was felt there were already more than enough signatories in place.

13. TO REVIEW THE FOLLOWING COUNCIL DOCUMENTS

i) Council Code of Conduct

RESOLVED – Proposed Cllr White, seconded Cllr Day that recommendation to council is to readopt without change. **RECORD OF VOTING** – All in favour. **Motion carried.**

ii) Risk Management Policy

Clerk ran through the amendments she proposed and these were agreed. **RESOLVED** – Proposed Cllr Day, seconded Cllr Deacon that amended policy will be presented to council for approval and adoption. **RECORD OF VOTING** – All in favour. **Motion carried.**

iii) Health & Safety Policy

RESOLVED – Proposed Cllr White, seconded Cllr Deacon that the recommendation to council is to readopt the document without change. **RECORD OF VOTING** – All in favour. **Motion carried.**

14. UPDATE ON DRAFT 5 YEAR STRATEGIC PLAN

Unanimously agreed that no further action is taken on this document for the time being. The Action Plan sufficed the current needs and will continue to be reviewed and updated on an annual basis.

15. NEXT MEETING: Thursday 14th November 2019 at 5.30 pm.

16. MEETING CLOSED: 6.18 pm.

Signed: _____ Chairman

Dated: _____